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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : 25X1A9a  
[REDACTED]

FROM : Deputy Advisor for Management

SUBJECT: Survey of the Office of Training.

DATE: 12 September 1951

1. The following rough notes are passed along to you for inclusion in the records which you are keeping on the survey concerning the Office of Training: (These notes were given to me by Matt several weeks ago in his first attempt to delimit the scope of the survey which had originally been outlined in his rather lengthy memorandum on the subject.) Baird stated that he preferred a two deputy system, one overt and one covert. He also stated that he preferred two plans and policy organizations. He expressed a preference for centralization of assessment, administration, graphic aids, rapid reading and similar common activities physically in T-30. His idea there being, of course, to achieve centralization but not at the expense of moving anything out of the covert offices. He stated that paragraphs 3 and 4 of his long memorandum on the subject were now out. Baird asked that slots be put on any revised T/O to permit the promotion of returned OSO and OPC operational personnel and their use as instructors on operational matters. He asked that better grades for instructors generally be given.

2. The above is not necessarily for application in connection with the current survey because the situation has changed radically since Matt and I had our last conversation. Please keep these notes in your working papers.

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